



# MCAD Media Center: STUDENT POLICY SHEET

The Media Center (MC) is responsible for supporting the technological media needs for the academic course work of the institution. Services include the provision of operational film, photography, sound, video, and multimedia equipment and facilities; technical assistance with equipment and facility operation; maintenance of equipment and facilities; and management of reservation and circulation systems in support of the curriculums.

## **ACCESS**

Students must show their MCAD ID, that semester's paid fee statement, and sign an access card each year (updated each semester) to use the MC's equipment/facilities. This card acknowledges your responsibility for any damage, loss (theft included), and any necessary replacement of the equipment you use. The two types of access at the MC are 'General' (includes any degree-seeking student currently enrolled in and taking classes that semester; and currently employed faculty or staff members), and 'Restricted' (authorized users only). Restricted equipment and room access is based upon current class enrollment, unless otherwise indicated on the reservation policy sheet found on the first page of each section in the reservation books.

If an item is returned late you will accrue a late fine and your access will be halted until that fine is paid in full. Anyone abusing access privileges (i.e. not paying overdue fines, misusing equipment, repeatedly abusing reservation systems, or not following other policy) may have their access further halted/denied. It is your responsibility to know when your specific equipment is due back. Specific rules are written on the first page of each section in the reservation books. Ask MC staff to clarify policy information that may be unclear to you.

## **FALL/SPRING SEMESTER HOURS**

SUN	MON	TUE	WED	THUR	FRI	SAT
8am-7pm	8am-10pm	8am-10pm	8am-10pm	8am-10pm	8am-10pm	8am-7pm
Late night begins Mon-Thur at 9pm, Fri at 8pm, Sat & Sun at 5pm						

## **RESERVATIONS AND LOSS OF RESERVATIONS**

Equipment, carts/kits, and all production facilities must be reserved ahead of time using the 'reservation books', located at the Media Center window 24 hours a day. There are strict guidelines for reserving most equipment, posted on the first page of each section in the reservation books. Please familiarize yourself with the system, and ask questions at the Media Center window.

- Do not reserve equipment 3 weekends or 2 weekdays in a row. Do not reserve equipment over the weekend in conjunction with a weekday reservation (Thur or Mon).
- Reservations for studio/suite/production areas will only be held for 15 minutes after the reservation's start time. All other equipment reservations will only be held until 7:00pm Mon-Fri, and 4:00pm Sat and Sun.
- We do not take reservations over the phone or email, though we do accept cancellations.
- Our phone number, 612-874-3672, is on every bar code and on every piece of our equipment, please call with any problems.

If you cannot pick-up your reserved item by that time please inform the staff as to when you will (confirming your reservation). Please cancel your reservation if you do not need the item.

## **LATE NIGHT ACCESS**

During each Fall/Spring session (excluding some vacation dates), authorized degree-seeking students are allowed to sign-up and stay in designated production areas after the MC circulation window closes. Please make yourself familiar with the schedule and any guidelines associated with this privilege. A separate "Late Night" handout is available at the Media Center window with specific procedures.

## **EQUIPMENT CARE**

Students are responsible for any equipment/facility they have checked out. If you lack the operational knowledge to use an item, ask for help. You may be denied access if your knowledge is inadequate. Check all items' operation before leaving the area. You will save yourself the trouble of discovering later any malfunctions or damage that you would be responsible for upon its return. Please inform the MC staff of any broken/damaged equipment or facilities and have the staff person help you fill out a Repair Form. If an item is lost, stolen, or



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damaged while checked out to you, you are responsible for the replacement or repairs costs. Likewise, if facilities you are using (such as the studios) are abused or damaged you will be responsible for the repair or cleanup costs.

### **CHECK OUT PROCEDURES**

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The circulation system is tied to your MCAD ID card. Please have it ready to scan before approaching the window. When checking out or returning equipment, wait until our staff has completed the transaction before you leave the window. We will tell you when your transaction is completed and you may leave. It is your responsibility to know when your equipment is due back, and to ask MC staff any policy information that may be unclear to you. Look on the first page of each section in the reservation books for specific procedures.

- Any equipment checked out must be returned before that night's closing, unless overnight use is scheduled. Items checked out overnight are due back the next day by 11 am, unless other restrictions apply. Most equipment checked out on Friday is due by 11 am on Monday.
- There is no extension on a weekend checkout.
- There may be separate notices listed at the Media Center window about check in and out times for some specific equipment, or over certain dates (such as vacations).
- Equipment and keys are non-transferable; to pass equipment to another classmate, you both must complete the transaction at the Media Center in person. If you are caught transferring equipment without Media Center approval, you will be fined and your access halted.

### **FINES AND FEES**

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All patrons (students, staff, and faculty) are subject to fines for late returns, lost or stolen equipment, and abuse of equipment, facilities, or policies. This policy is in place to ensure that equipment WILL be available for those who have items reserved and is strictly enforced.

- If fines are due, access privileges will be denied until the amount is paid in full.
- Any unpaid fines at the end of the semester will be charged to your student account.
- If an item is lost, stolen, or damaged beyond repair you are responsible for the replacement cost.
- If an item is damaged and can be repaired you may be responsible for that repair cost.
- If facilities are misused (theft, damage, trash, etc) you may be responsible for the replacement, repair, or clean up, as determined by the Media Center senior staff.

### **KEYS**

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The Media Center circulates keys for all media production rooms. Keys must be returned as soon as your reservation ends, you may drop the key in our "Key Return Slot" whenever the window is closed.

Any key that is returned more than 15 minutes late will result in a fine to the student and lost keys may necessitate payment for a new lock installation.

- Keys cannot be passed to another patron without both parties coming to the Media Center.
- If, when you leave the area, the Media Center is closed you must drop the key into the "Key Return Slot" at the circulation window.

### **MEDIA PRODUCTION AREAS**

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- There is a strictly enforced "NO EATING OR DRINKING" policy in all media production areas.
- People using these areas are also responsible for theft, damage, misuse, or lack of cleanliness.
- When finished in an area, students must clean up and return equipment to its proper place; i.e. improperly wound cords in the studios will not be accepted.

### **PERSONAL PROPOSALS**

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Any requests for exceptions to any access or usage policies must be submitted to the Media Center using the online "Personal Proposal" form. Please submit AT LEAST one week before you need the equipment/access.

**IT IS YOUR RESPONSIBILITY TO KNOW THE ABOVE MEDIA CENTER POLICIES!**